

**SPECIFIC INSTRUCTIONS FOR THE SPECIAL FUEL SUPPLIER/RETAILER TAX RETURN**  
**Form SFS-1**

**Please Note:**

- The following instructions are for the sale and use of distillates and low-energy fuels.
- Only clear product should be reported, with the exception of lines 10a and 18a.
- If your business sells or uses clear product containing at least 2% biodiesel content, Worksheet B must be completed.
- All fuel is to be reported in gross gallons, rounded to the nearest whole gallon.
- All support schedules must be properly completed and submitted with the monthly return. Schedules that are unreadable or missing information will not be considered complete.
- A separate schedule should be completed for each product type.
- Proper documentation for amounts reported on the return must be retained for a period of six years.

**Suppliers/Retailers who collect Excise Tax on sales or use of low-energy fuel should report these sales** on lines 10b, 19b, 20, 22, 24, and include the tax in the total for lines 25 and 27. The tax rate for propane is pre-printed on the return. Tax rates for other low-energy fuels are on the Maine Revenue Services website at <http://www.state.me.us/revenue/fueltax>. Change the tax rate on line 21 if a different type of fuel is sold and indicate the type of fuel. If multiple products were sold provide a breakdown on a separate sheet.

**RECEIPTS (Report only clear, un-dyed fuel)**

**Line 1a - Beginning Inventory.** Total gallons in bulk inventory at the beginning of the period. If there are multiple products, combine all inventories. Product in a tank with a “retail pump” attached is fully taxable when the fuel is placed into the tank. Do not include retail inventories on Line 1a.

**Line 2a - Gallons Received Tax Paid.** Total gallons received from any source where Maine excise tax was paid at the time of purchase. A separate Schedule 1 must be included for each fuel type.

**Line 3a - Gallon Received Tax Unpaid.** Total gallons received from sources within Maine where Maine Excise Tax was not paid at the time of purchase. A separate Schedule 2 must be included for each fuel type.

**Line 4a - Gallons Imported Direct to Customer.** Total gallons received from sources outside Maine and delivered directly (drop shipped) to customers, where Maine Excise Tax was not paid at the time of purchase. Schedule 3 must be included for each fuel type.

**Line 5a - Gallons Imported Into Bulk Storage.** Total gallons received from sources outside Maine that were delivered directly to your bulk storage facility, where Maine Excise Tax was not paid at the time of purchase. A separate Schedule 4 must be included for each fuel type.

**Line 6a - Total Receipts.** Add lines 2a through 5a.

**Line 7a - Available Gallons.** Add lines 6a and line 1a.

**Line 8a - Ending Inventory.** Total gallons in bulk inventory at the end of the period. If there are multiple products, combine all inventories.

**Line 9a - Accountable Gallons.** Line 7a less line 8a. **Note:** This amount may not agree with line 10a “Total Gallons Sold and Used” because of stock losses or gains. Do not make adjustments to the monthly return for losses or gains. Gains and losses are accounted for at the end of the year on the annual Shrinkage return.

**DISTRIBUTIONS**

**Report only clear distillates on lines 11a through 17a.**

**Lines 10a and 18a may be used to account for certain dyed product.**

**Line 10a - Total Gallons Sold and Used.** Total gallons of clear distillates used by your company and sold to customers during the reporting period. Also include any clear gallons that became dyed due to line flushing or re-branding.

**Line 11a - Sales for Heating and Cooking.** Total gallons sold exempt from Maine Excise Tax during this period for use by the customer for heating or cooking.

**Line 12a - Sales to U. S. Government.** Total gallons sold in bulk exempt from Maine Excise Tax to the United States Government during this period. A separate Schedule 8 must be included for each fuel type.

**Line 13a - Sales to Other Suppliers.** Total gallons sold in bulk exempt from Maine Excise Tax to other Licensed Special Fuel Suppliers for resale. Documentation must be maintained to support the exemption. A separate Schedule 6 must be included for each fuel type.

**Line 14a - Power Generation for Resale.** Total gallons sold exempt from Maine Excise Tax for the generation of power for resale or manufacturing. A separate Schedule 10 must be included for each fuel type.

**Line 15a - Exports.** Total gallons sold exempt from Maine Excise Tax and exported from Maine by the reporting supplier. A separate Schedule 7 must be included for each fuel type.

**Line 16a - Sales to this State or Political Subdivisions.** Total gallons sold in bulk exempt from Maine Excise Tax to the State of Maine or any Maine political subdivision. A separate Schedule 9 must be included for each fuel type.

**Line 17a - Kerosene for retail sale.** Total gallons of kerosene sold exempt and delivered into a retailer's tank for retail sale.

**Line 18a - Dyed Fuel.** Use this line only if line 10a, "Total Gallons Sold and Used" includes dyed fuel. Although no schedule is necessary, proper documentation for re-branded or clear fuel dyed after being received must be kept in your files. Additional documentation must be completed and attached to the return if clear fuel was accidentally contaminated.

**Line 19a - Total Exempt Sales.** Add lines 11a through 18a.

### **TAX COMPUTATION**

**Line 20 - Taxable Gallons.** Line 10a less line 19a. A separate Schedule 5 must be completed for sales made to other Licensed Special Fuel Suppliers and included for each type of fuel.

**Line 22 - Excise Tax Due.** Multiply line 20 by line 21.

**Line 23a - Excise Tax Paid Purchases.** Use this line to take credit for Maine Excise Tax paid on gallons received this month by multiplying line 2a by line 21. A Schedule 1 must be included for each fuel type.

**Line 23b - Adjustment from Worksheet "B".** If product containing at least 2% biodiesel content is reported on this return, Worksheet B must be completed and included with this return. Enter the amount **Box 3** on this line.

**Line 24 - Net Excise Tax Due.** Line 22 less line 23a, plus line 23b.

**Line 25 - Total Due with this Return.** Add the amounts on line 24 for distillates and low-energy fuel.

**Line 26 - Credit from Prior Period.** If your prior period return resulted in a credit amount, **and you have received a credit memo from Maine Revenue Services confirming this credit**, enter the amount here. Changes to prior periods must be made on an amended return.

**Line 27 - Amount Due.** Line 25 less line 26. If the result is a credit amount, use line 28.

**Line 28 - Credit Due.** Line 25 less line 26. Credits will be carried forward to the next period and a credit memo will be issued. If you wish to have the credit refunded to you, you must check the box in line 28.

**Schedule check off boxes.** Please place a check mark in corresponding boxes to indicate schedules included with this return. Failure to attach all applicable schedules will prevent your return from being processed and will require additional correspondence.

**Make check or money order payable to the State Treasurer with your return, postmarked by the due date to: Maine Revenue Services, PO Box 1064, Augusta, ME 04332-1064. Record your registration number on your check. Failure to file and pay this return on or before the due date will result in interest and penalty charges. Bills will be issued shortly after returns are processed. If any assistance is needed, please write to the above address, email [fuel.tax@maine.gov](mailto:fuel.tax@maine.gov), or call 207-624-9609.**